

Terminations

Approved by: Payroll

Responsible Official: Payroll Manager
(918) 444-2036

History: Revised – April 21, 2015

Related Policies:

Additional References:

PROCEDURE(S)

GENERAL

Please notify the Payroll Office as soon as any termination information is available. This preliminary alert may be through a telephone call, email or a copy of the termination forms prior to signature routing. Then continue the normal termination process with the proper written documentation.

Overpayments to employees requires repayments by the former employee. Funds from the department operating account will be reimbursed when the University receives the repayment. Adjustments will be coordinated with the State for proper W-2 reporting.